



# Office of the City Clerk

Weekly Report – for Week Ending April 11, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council Elections** – Candidate Filing and Elections continue:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	111	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	183	0	18W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	154	0	24W/0D	Jan 4	Feb 3	Mar 20
Region 5	202	184	0	11W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	166	0	8W/21D	Jan 18	Feb 18	Apr 3
Region 7	208	179	0	14W/15D	Jan 27	Feb 26	Apr 12
Region 8	210	191	0	6W/13D	Feb 10	Mar 19	Apr 26
Region 9	72	70	0	2W/0D	Feb 17	Mar 19	May 3
Region 10	120	98	0	11W/11D	Feb 24	Mar 26	May 10
Region 11	227	215	6	6W/0D	Mar 4	Apr 3	May 18
Region 12	32	30	2	0W/0D	Feb 17	Mar 24	May 6

### TOP ISSUES

- [The LACityClerk Connect Survey released](#)
- [Council Committee Room 1050 audio webcasting failed](#)
- [Neighborhood Council Elections continue](#)
- [LACERS Election Tally was conducted](#)

**CompStat** – CompStat meetings were held with the Administrative Services Division and the Elections Division.

**CompStat** – Evaluation of the PLAN-IT tracking tool was completed and it was decided to not move forward with this tool at this time. We will use no cost internal tracking and reporting tools for now.

**City of Long Beach Election** – The Interim City Clerk observed the City of Long Beach election and processes on April 8<sup>th</sup>.

**City Elections** – The Write-In Candidate Filing period for the Los Angeles Unified School District (LAUSD), Board 1 Special Election began on March 10 and ends on May 20, 2014. There were no Write-In Candidate filings during this reporting period.

**City Elections** – The Los Angeles City Employee Retirement System (LACERS) Employee Member to the Board of Administration Member election tally was conducted on April 7.

**Budget Hearings** – Systems has completed the agenda management system and video webcasting setup in preparation for the City budget hearings. Training was also provided to the committee clerk.

**Customer Survey** – An electronic survey was distributed to all departments and elected offices. Approximately 900 responses have been received in less than 1 week. We are working with the Department of Neighborhood Empowerment (DONE) to distribute the survey to Neighborhood Councils. It will also be made available on the City Clerk website, the LACityClerk Connect site and emails that go out to the Council Agenda subscribers.

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports required for the renewal of various BIDs continued. Reviews also continue of the Annual Planning Reports submitted by business improvement districts for consistency with their Management District Plans and State law.



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**Neighborhood and Business Improvement Districts** – Staff has been working with the CAO to discuss the requirements for invoicing developer agreement fees for the Grand Hope Park and other properties. On April 8, 2014, the matter was considered by the ITGS Committee with the transfer of CRA properties to the City.

**Administrative Services** – Staff finalized review of a new travel policy with the Office of the Controller that will increase efficiency by giving General Managers greater approval authority.

**AB 1290/Council** – Staff executed four contracts and one amendment to recipients of AB 1290 funds, and processed several miscellaneous transfers between Council accounts.

**General City Purposes (GCP)** – Staff reviewed 26 GCP allocation requests, processed six payment requests and completed the Monthly GCP Status Report.

**Personnel** - Staff prepared hard copy Form 700 Annual Filing forms for submittal to the Ethics Commission and conducted a brief training on proper mileage reporting and D-time usage for the Department of Neighborhood Empowerment (DONE)

## ISSUES

**Council and Committee Meeting Webcasting** - problems with video webcast servers not starting automatically in Council Chambers stabilized this week following network modifications by the Information Technology Agency. We will continue to monitor. Committee Room 1050 failed to start this week and required a system reboot. ITA and the vendor are researching the issue.

## UPCOMING . . . .

**CompStat** – The CompStat meetings for the Neighborhood and Business Improvement Districts Division and the Systems Division will be held on April 24<sup>th</sup>.

**Disaster Recovery/Business Resumption Test** – The semi-annual test of recovering the City Clerk department servers and applications will occur on Saturday on April 12<sup>th</sup>. The tests include systems and applications resumption if City Hall is vacated or not accessible, and also if the Piper Technical building is vacated or not accessible.

**City Council Voting System Demo** – Demonstration by Novus of their voting system options and tools for using iPads for agenda annotation and voting. The goal is to find a solution to replace the existing end of life voting system in Council Chambers.